

**From:** Si Chen [mailto:sichen@chipublic.org]  
**Sent:** Friday, August 31, 2012 2:25 PM  
**To:** Ahmad, Amer  
**Subject:** Report of Receiving Gift Books

To Controller's Office:

I am writing to report the office that I have received eighty-one copies of new Chinese books on behalf of Chinatown Branch of Chicago Public Library. The books were donated from Chicago Chinese Cultural Bookstore, and total monetary value of the books was estimated around \$486.

As you may know that majority of patrons at Chinatown Branch Library use Chinese as their primary language, Chinese language materials are always welcome. Half of the gift books are on the subjects of Chinese history, culture and cooking, the others are popular Chinese fiction books. It is my judgement that the books are a good addition to our Chinese language collection for circulation, and they are suitable for our patrons' needs of learning and leisure reading.

Therefore, I have accepted the books for Chinatown Branch Library. I can be reached at 312-747-8013.

Sincerely,  
Si Chen  
Branch Manager  
Chinatown Branch, Chicago Public Library